

BID OPENING: AUGUST 16, 2000.

BIDS SHALL BE PUBLICLY OPENED AT 11:00 A.M., PREVAILING WASHINGTON, D.C. TIME.

IF YOU HAVE ANY QUESTIONS CONCERNING THESE SPECIFICATIONS CALL (202) 512-0307 AND ASK FOR DEBORAH BRAGG OR FRANK YATOR. NO COLLECT CALLS.

U.S. Government Printing Office (GPO) Specifications, Washington, D.C.

Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Pub. 310.2), Quality Assurance Through Attributes Program (GPO Pub. 310.1), and Contract Cost Principles (PRA 305.9), in effect at the time the offer is submitted. In case of conflict between these specifications and GPO Contract Terms and/or Quality Assurance Through Attributes Program, these specifications will govern.

NOTE: Printing specifications will utilize dual dimensions. The product measurements will be stated with metric dimensions first, then followed in parenthesis by the inch/pound equivalent. At a future date, metric measurements may be used exclusively in all specifications.

SPECIFICATIONS FOR CONTRACT PRINTING AND BINDING OF THE
U.S. PARTNERSHIP RETURN OF INCOME TAX PACKAGE 1065 FOR TAX YEAR 2000

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SCOPE: These specifications cover printing and binding of 399,400 copies of a ONE HUNDRED-SIXTEEN (116) page separate self-cover pamphlet. There will be manufacturing and printing envelopes (to be inserted into the pamphlets); NCOA processing; computer imaging/addressing labels, palletizing, packing, storing, assembling by ZIP Code (staging), and turn over for mailing of packages (includes some packages for APO/FPO shipments), and packing only of some pamphlets for bulk shipments. Mailing will require co-mailing/commingled, palletized packages and carrier route sorting.

The gathering, binding and computer imaging is to be performed by using a selective binding procedure, that will bind the separate pamphlets, in one operation, utilizing the furnished ZIP Code sorted mailing cartridges.

NOTE: Due to the numerous exhibit pages in this specification, the exhibits will not be put on the Internet. A complete copy of the specifications may be obtained from the bid room by request. Telephone (202) 512-0526.

BID QUANTITIES: Exhibit 1 shows the Government's bid quantity breakdown of bulk shipments and Standard Mail (A). The quantities are broken out by IRS Service Center address. Later, quantity adjustments may be made.

CHANGES IN QUANTITY: The Government, for the FINAL QUANTITY, may submit increases or decreases of up to 20% of the pamphlet and envelope quantities shown in Exhibit 1 until the dates specified in the schedule. These quantity adjustments may be made by updates to Exhibit 1 or by telephone, and will be the final quantity *prior to deducting the NCOA undeliverables*, (see section 5.1.2). These adjustments will not change the scheduled turnover to USPS dates. Billing adjustments for scheduled quantity changes (+ or -) *and for subtraction of undeliverables*, will be at the contractor's quoted "ADDITIONAL RATE" (see Offers Section). If no changes have been received by the scheduled date for final quantity adjustments, the bid quantities will stand as the final contract quantity.

NOTE: Must be full Final Quantity to all consignees. No shortages or overruns will be allowed.

SUBCONTRACTS: The provisions of the article entitled "Subcontracts," GPO Pub. 310.2 are amended to permit subcontracting of envelope printing. NOTE: Prime contractor is responsible for the monitoring and quality reviewing the work of all subcontractors.

Section 1 - SCHEDULE

<u>Date</u>	<u>Event</u>
8-16-00	Bid opening.
8-30-00	Award of contract (Purchase Order Number by phone). Diskette for new move service center code correction (See section 5.1.4) available for pick up at GPO.
9-11-00	Package construction samples due. (See Section 3.12)
9-11-00	Production & Quality Plans to GPO (See Sec. 1.2 & Sec. 9), and Security Letter (See Sec. 5.12).
9-6 to 9-29-00	Preproduction conference at contractor's plant. (See Section 1.2).
10-13-00	Test cartridges will be furnished to the contractor. (See Section 5.5).
10-13-00	Electronic Media/Disk for envelopes plus quality control template available for pickup at GPO. (Envelope proofs - See Section 4.9)
11-13-00	Preproduction samples due. (See Section 5.5).
11-22-00	Package and envelope quantity adjustments for Phase I (may be by telephone).
11-22-00	Address cartridges and seed file cartridges to contractor (see Section 5.1.1).
11-24-00	Electronic Media/Disk for pamphlet & construction dummy available for pickup at GPO. (Proofs Sec. 3.13).

12-04-00 Drop shipment proposal due. (Section 7.2)

12-08-00 Bills of Lading for Area and Misc. Bulk will be available for pickup at GPO.

12-15-00 Ship the Area and Misc. Bulk destinations from Page 2 of Exhibit 1.

12-15-00 Earliest turnover of packages to Postal Service. Mail the quantities for Alaska, Hawaii and the APO/FPO mail.

12-22-00 Complete turnover of mail packages to Postal Service.

12-27-00 Contractor must submit postage summary report (See Section 1.5), and copies of all PS Form 3602 (See Section 2.4).

12-27-00 Contractor must return furnished address cartridges to IRS (See Section 2.1.1).

12-27-00 Complete bulk shipments to Service Centers.

-- REMAINING SCHEDULE PERTAINS TO INTERNET ORDER FULFILLMENT ONLY --

12-20-00 2,000 orders to contractor for Phase 1 of order fulfillment.

12-26-00 Complete turnover of Phase 1 orders to Postal Service.

12-28-00 2,000 orders to contractor for Phase 2 of order fulfillment.

1-3-01 Complete turnover of Phase 2 orders to Postal Service.

1-4-01 2,000 orders to contractor for Phase 3 of order fulfillment.

1-10-01 Complete turnover of Phase 3 orders to Postal Service.

1-11-01 2,000 orders to contractor for Phase 4 of order fulfillment.

1-14-01 Complete turnover of Phase 4 orders to Postal Service.

1-19-01 2,000 orders to contractor for Phase 5 of order fulfillment.

1-24-01 Complete turnover of Phase 5 orders to Postal Service.

1-25-01 2,000 orders to contractor for Phase 6 of order fulfillment.

1-28-01 Complete turnover of Phase 6 orders to Postal Service.

2-1-01 2,000 orders to contractor for Phase 7 of order fulfillment.

2-5-01 Complete turnover of Phase 7 orders to Postal Service.

2-8-01 2,000 orders to contractor for Phase 8 of order fulfillment.

2-12-01 Complete turnover of Phase 8 orders to Postal Service.

2-15-01 1,000 orders to contractor for Phase 9 of order fulfillment.

2-20-01 Complete turnover of Phase 9 orders to Postal Service.

2-23-01 1,000 orders to contractor for Phase 10 of order fulfillment.

- 2-28-01 Complete turnover of Phase 10 orders to Postal Service.
- 3-2-01 1,000 orders to contractor for Phase 11 of order fulfillment.
- 3-6-01 Complete turnover of Phase 11 orders to Postal Service.
- 3-9-01 1,000 orders to contractor for Phase 12 of order fulfillment.
- 3-14-01 Complete turnover of Phase 12 orders to Postal Service.

The Government will attempt to meet the schedules as stated in these specifications. However, uncontrollable circumstances such as Congressional Legislation may delay the furnishing of printing media. In such event, the Government may negotiate with the contractor for contract changes.

Unscheduled material such as delivery lists, receipts or instructions, labels, etc., will be furnished with the order or shortly thereafter. In the event such information is not received in due time, the contractor will not be relieved of any responsibility in meeting the shipping schedule because of failure to request such information.

1.1 A preaward plant survey may be conducted by Government Printing Office and Internal Revenue Service personnel to determine if the prospective contractor (and the subcontractors) have adequate facilities and expertise to accomplish the requirements of these specifications.

1.2 A preproduction conference will be held at the contractor's plant as indicated in the schedule. The purpose of the conference will be to discuss and review all aspects of the contractor's internal and external operations required to complete this contract. Prior to this conference the contractor will submit 2 copies each of detailed written Production and Quality plans. The plans shall be submitted, by the date in the schedule, to the Contracting Officer, U.S. Government Printing Office, Stop PPP, Room C-817, Attention: IRS Control Desk, North Capitol & H Sts. NW, Washington, D.C. 20401. The proposed Quality plan is subject to Government approval. The contractor will conduct this preproduction conference during which the production plan will be discussed and the previously approved Quality plan will be reviewed in depth. Items to be included in the Production Plan are: 1) processing and sorting masterfile magnetic cartridges, as well as the security of the cartridges and taxpayer information, 2) scheduled start-up dates for all phases of production, 3) how coordination/ communication will flow from one production phase to another, 4) who will be responsible for each phase, 5) how will subcontractors be involved and kept informed, 6) specific production dates of all subcontractors, 7) how the product will be staged and/or shipped, and 8) any other special requirements which are specific to this contract. Items to be included in the Quality Systems Plan are covered in the Quality Systems Section. Attending this meeting will be representatives from the Internal Revenue Service and there MAY be representatives from the Government Printing Office and USPS Headquarters Office Personnel. To establish coordination of all required operations, a representative of all subcontractors involved should also be present as well as representatives from each involved production area for the primary contractor. It is also required that the contractor have the local Postal Service representative in attendance.

1.3 **QUALITY SYSTEMS AUDIT:** In connection with the preproduction conference, should the Government elect, a quality systems audit would be conducted. Following the conference, IRS/GPO may conduct an in-depth audit of all contractor quality control methods, quality systems and quality plans in a formal walk-through review of the previously approved written plan. This audit would require the contractor to plan, in advance, all quality related functions which would be required to complete the contract. Should subcontractors be involved, a complete audit of their quality systems may also be performed. This procedure will be mandatory for all contractors doing IRS Tax Package work for the first time.

1.4 **INSPECTION NOTIFICATION:** 72 hours prior to press, pamphlet binding, addressing and mailing operations the contractor must e-mail to a (Public Folder e-mail address to be furnished at a later date) IRS Form 9558 (copy of Form to be furnished with purchase order) to 202-622-6629/4139 with the following information: 1) Jacket and Requisition Numbers; 2) Name of company; 3) Location and address of inspection site; 4) Name and phone number of contact person; and 5) Date and time of inspection. Whether IRS elects to be present for the inspection, or waive the inspection, you will be notified at least 24 hours prior to the time for inspection. If IRS fails to respond, proceed as you would have, had there not been an inspection. Attendance at, or waiver of, the inspection does not affect any other provisions of the contract. Do not hold up production unless specifically authorized by the GPO.

1.5 Postage Summary Report & Shipping Notification (The reports must be submitted by the date/s in the schedule, otherwise there will be a delay in payment processing): Contractor is required to submit postage summary reports, for each phase, showing the number of pieces and cost of Carrier Route, 3/5 digit, and Basic broken out by Service Center and the grand total, in a format similar to the one shown in Exhibit 9. The reports are to be submitted after the mail tapes are prepared following NCOA processing. Contractors must also submit shipping notification on the final day of shipping. E-mail the reports and notifications to Public Folder(e-mail address to be furnished at a later date).

Section 2 - MATERIALS

2.1 FURNISHED BY GOVERNMENT: (1) Electronic media for the pamphlet and envelope*, (2) one dummy showing margins, perforations, location of forms and color scheme, (3) envelope quality control template, (4) camera copy for printing carton labels, (5) bills of lading, (6) test cartridges and address cartridges for individual tax packages - produced in EBCDIC format. Contractors must be capable of reading cartridges utilizing a 36 track format, with data compression, (7) USPS pallets -made available by the USPS upon request, (8) a mail file seeding list cartridge.

Note: Electronic transfer will be via e-mail or File Transfer Protocol (FTP) or Windows formatted 1.44 Megabyte floppy disk or Zip Disk, in Portal Document Format (PDF) generated from Adobe Acrobat 4.0 or later (We will supply a color composite PDF file unless color separations are specified in advance at or prior to the preproduction meeting and all fonts will be embedded in the files at the PDF level). Contractor must have Adobe-Acrobat 4.0 to open the files. Prior to image processing the contractor is responsible for checking files to insure that such features as bleeds, register marks, and correct file output selection have been provided for, so as to correctly output for printing. The contractor must supply necessary trapping. High-resolution image processors must be used if generating films. The contractor must verify the accuracy of the Postal barcodes, output as part of the envelope printing, with the USPS.

2.1.1 DISPOSITION OF FURNISHED MATERIALS: Furnished copy, dummy, and envelope quality control templates (see (1), (2), and (3) above) must be returned by February 24, 2000, to IRS, Attn: Glenn Pelishek, Room 1231/OP:FS:M:T:M, 1111 Constitution Ave. NW, Washington, DC 20224. Postal Service will advise contractor of disposition of unused postal pallets. The address cartridges supplied by the IRS must be returned by a traceable means at contractor's expense, to: IRS, Martinsburg Computer Center, 250 Murall Drive, Kearneysville, WV 25430, Attention Tape Library.

2.2 FURNISHED BY CONTRACTOR: All other materials and operations necessary to fulfill the contract requirements, including telephone and facsimile transmission capability, and the following:

CAUTION: Strict adherence to the following ruling and writing qualities must be observed for the stocks listed under 2.2.1 and 2.2.2. Lines ruled and characters written with ball point, fountain and felt tip pens shall be clear cut and free from excessive feathering.

2.2.1 White Offset Book Paper, basis weight 75 gsm (25 x 38", 50 lbs. per 500 sheets), must equal JCP Code A60.

2.2.2 White Writing Paper, basis weight 68 or 75 gsm (17 x 22", 18 or 20 lbs. per 500 sheets), must equal JCP Code D10.

2.2.3 White/Natural (MUST be light shade) Newsprint, basis weight 45-50 gsm (24 x 36", 28 to 30 lbs. per 500 sheets), must be equal to JCP Code A10.

2.2.4 Envelope Stock - White Wove, basis weight 90 gsm (17 x 22", 24 lbs. per 500 sheets); containing a minimum of 20 percent postconsumer recovered material.

2.2.5 Label - White uncoated label paper conforming to the following specifications:

		TAPPI NUMBER	ASTM METHOD
Stock:	100% bleached white chemical wood pulp, sized, uniform in texture, uncoated.		
Weight:	74-89 gsm (25x38", 500 sht., 50-60 lb.) <u>+5%</u>	T410 m	D-646
Caliper:	0.091 - 0.112 mm <u>+0.013 mm</u> (0.0036 - 0.0044 <u>+0.0005"</u>) without undercoat...	T411 m	D-645
Finish:	80 - 180 (Sheffield smoothness).....	T479 m	_____

Undercoat: Water-insoluble, white, opaque.

PRESSURE-SENSITIVE ADHESIVE: Back of labels are to be coated with a permanent, pressure-sensitive adhesive (vinyl acrylic, whole polymer, vinyl ether, or synthetic rubber base) requiring no moisture, heat, or other preparation prior to application. Adhesion, initial .49 kNm (45oz./in. width) min.; (Fed. Specs. UU-P-31b method - 100) (Commercial Specs. PSTC-1 or TLMI V11) (Pressure Sensitive Tape Council PSTC) (Tag & Label Manufacturers Institute TLMI). Release: 75 grams/inch width min., pulling label stock from liner at 90° angle, at a speed of 7620 mm (300 inches) per minute, otherwise following test ASTM-D3330-METHOD C.

		TAPPI	ASTM
		NUMBER	METHOD
Stock:	100% bleached wood pulp.		
Weight:	73-90 gsm (45-55 lb., 24x36", 500 sheets) (+5%)	T410	D-646
Bursting Strength:	235 kPa (34.0 psi) min.	T403m	D-774
			(Mullen)
Tear:	MD-300 mN (30 g) CD-350 mN (35 g) min.	T414	D-689
			(Elmendorf)
Color:	White or Any Solid Color		

RELEASE COATING: Backing sheet must be coated with a release coating of silicone, such as Syloff 23, Syloff 22, or GE SS 4164. Release coating must be of sufficient density or thickness to allow deliberate manual peel-off of the label, and to prevent accidental peel-off or separation of the label from the backing sheet, as the backing sheet with the label is passed over, in either direction, the outside of an object with a convex surface, and having a diameter of approximately 25 mm (1 inch).

2.3 JCP STANDARDS: The specifications of all papers furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" that was in effect at the time the offer was submitted.

2.4 The contractor must submit copies of all PS Form 3602 in a disk format to: IRS, Room 1231, Attention: Glenn Pelishek, 1111 Constitution Ave. NW, Washington, DC 20224.

Section 3 - PAMPHLET SPECIFICATIONS

- 3.1 Package Format:** 399,400 pamphlets, each with an envelope.
- 3.1.1 Package 1065:** 399,400 pamphlets, 116 pages - 56 pages may print on white newsprint, white offset book or white writing paper. 60 "TAX Forms" pages **MUST** print on white offset book or white writing paper.
- 3.1.2 Copy Change:** Approximately 182,000 packages require a copy change, on the front cover, for Service Center and Miscellaneous Bulk.
- 3.2 Trim Size:** The maximum pamphlet trim size is 235 x 279 mm (9-1/4 x 11"). The minimum pamphlet trim size must allow for a detached page size that MUST BE 216 x 276 to 279 mm (8-1/2 x 10-7/8 to 11"). The effects of shingling, on the detached size, must be taken into consideration, especially when forms are in the center of the pamphlet. Trim size of all pamphlets and detached size of all forms produced on this contract must be uniform.
- 3.3 INK:** The books will print in black ink only.
- 3.4 Screens/separations:** When electronic media is furnished, the contractor may be required to underlay tones for screen backgrounds equal to 15% tone of a 110-line screen (may be simulated), and perform simple color separations. Halftone photos will be included in the packages.
- 3.5 Image Size:** Copy furnished will have a maximum image size of 194 x 263 mm (7-5/8 x 10-1/8").
- 3.6 Contractor must set and insert a GPO imprint line, per Contract Terms, GPO Publication 310.2 (page 6).**

3.7 Margins: All pages, have a 13 mm (1/2") head to black ink (image) and are to be centered left and right in the detached trimmed page size.

3.8 Form-to-Form Register: Form-to-form register is the register of identical forms within the finished product, not the press forms. Margins and internal spacing of form pages, plus register of identical forms part-to-part must be maintained within 2 mm (1/16") maximum variation. If, in imposing, identical forms fall in different signatures, these forms must still register within 2 mm (1/16").

IMPORTANT: The 60 "TAX Forms" pages that must print on either Offset or Writing paper will consist of two each of a 4-page form (8 pages), two sets of 16 pages (32 pages), which includes two each of Schedule K-1 a 2 page form, coupled with 12 pages of K-1 Instructions, two each of three 2- page forms (12 pages), and two each of a face only form plus 6 pages of instructions (8 pages). These 60 pages may fall anywhere in the pamphlet as long as the identical forms and/or sets are on consecutive pages and remain in sequence (i.e. if pages 1 & 3 of the first Form 1065 (a 4-page form) falls on pages 23 & 27 respectively, then pages 1 & 3 of the second Form 1065 would fall on pages 25 & 29 respectively, and page 1 of the first set of Schedule K-1 and instructions would fall on page 31, then page 1 of the second set of Schedule K-1 and instructions would fall on page 45). The sequence of the Forms and Schedules are as follows:

- 1) Form 1065 – (4-page form)
- 2) Schedule K-1 & Instructions – (14 page set)
- 3) Form 4562; 4) Form 4797; 5) Form 8825 (All 2-page forms): and
- 6) Schedule D – (face only form plus instructions).

3.9 Perforations: The pages containing "TAX Forms" require a full length vertical perforation 216 mm (8-1/2") from outside trim edge. At contractor's option any number of additional pages, except outside 4 pages, may have a full length vertical perforation 216 mm (8-1/2") from the outside trim edge. Perforations may be slit or slot (not pinhole) and must allow for easy and clean separation of pages.

3.10 Binding: Pamphlets must be bound on long edge using at least two saddle-wire stitches. At contractor's option - single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will be allowed, provided the lip does not extend past the bind margins of the adjacent pages. Edge glued envelopes with an extended flap, must be saddle stitched into pamphlets through the perforation provided for the removal of the flap extension. The stitching must not interfere with the detaching of the forms at the perforations or removal of the envelopes. Three side trim required.

3.10.1 The binding shall be accomplished as follows: 1) Bind the area and miscellaneous bulk quantity, if any, and mail quantity. 2) Bind the service center bulk quantity.

If the contractor elects to bind the service bulk quantities prior to completing the total mail requirements for all phases, all costs to correct any discrepancies will be borne by the contractor.

3.11 Envelope and Pamphlet Construction Samples: The sample requirement for this contract is 20 construction samples (10 of each pamphlet, printing not required, but the Forms pages and Instruction pages must be identified). Each sample shall be constructed as specified and must comply with the specifications as to size, paper specified, and contain the size of envelope and labels that the contractor will furnish. Mark jacket number on each sample. Contractor will be given an approval, conditional approval, or rejection within 15 workdays after receipt in GPO.

Submit samples to: U. S. Government Printing Office, Stop PPP, Room C-817, 27 G Street, NW, Washington, D.C. 20401, M/F Attention I.R.S. Desk. The container and accompanying documentation shall be marked CONSTRUCTION SAMPLES and shall include the GPO jacket number. The samples must be submitted by the date specified in the schedule.

3.12 Pamphlet Proofs: Submit 2 set(s) of Dylux, or similar proofs with margins indicated as soon as the contractor deems necessary in order to comply with the contract schedule. Proofs will be withheld 5 workdays from receipt in the GPO until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return electronic media with proofs.

Submit proofs to: U.S. Government Printing Office, Stop PPP, Room C-817, 27 G Street NW, Washington, DC 20401. The container and accompanying documentation must be marked "Attention: IRS Desk, PAMPHLET PROOFS"

and must include the GPO Jacket Number.

Section 4 - ENVELOPE/LABEL SPECIFICATIONS

4.1 Quantity: 399,400.

4.2 Size (Inside dimension): 146 x 229 mm (5-3/4 x 9").

4.3 Paper: White Wove 90 gsm (24 lb.).

4.4 Envelope Construction: All envelopes must have a fold at bottom, the bottom may not be glued. No perforations are allowed on the bottom fold or flap fold. (See Exhibits 2, 3, and 4 page 1 of 3).

4.4.2 Package construction options 1A and 1B must utilize Edge Glued only.

NOTE (for Edge glued envelopes): The adhesive on the sealed seams of the edge glued envelope may be 1/4 to 3/8" in width, but the inside dimension of the envelopes must be 146 x 229 mm (5-3/4 x 9"), for an overall length of 9-1/2 to 9-3/4". The flap, (construction option 1), is 1-1/4" x 9-1/2 to 9-3/4" for the sealing-flap portion, plus any additional amount needed, at contractor's option, to bind the envelope into the pamphlet. The flap, (construction options 1A and 2B), is 5-3/4 x 9-1/2 to 9-3/4". All options require perforations the full 9-1/2 to 9-3/4" dimension, 1-1/4" from the flap score. (See Exhibit 4 - page 1 of 3).

4.5 Label Construction/Envelope Camera Copy:

4.5.2 Construction Option 1A: Either die cut two peel-off integrated labels or affix two 2-part labels with all corners rounded, ("a") 108 x 25 mm (4-1/4 x 1") and ("b") 89 x 32 mm (3-1/2 x 1-1/4") on the extended flap of the edge glued envelope. The contractor will be required to image variable information on two labels for the packages that mail, and on one label for the packages that bulk ship. Label "a" is the Taxpayer's Name and Address label to be used by the taxpayer on the Tax Form returned to IRS. Label "b" is the Service Center Address label which will be used for mailing the return envelope. Labels will require an adhesive strip to cover the back of the labels and a backing sheet with a release coating to cover the adhesive. The taxpayer must be able to easily remove the labels. (See Exhibit 4 - page 2 of 3).

Envelope Camera Copy - IRS will furnish one set of camera copy which will be used to print all of the envelopes the same.

4.5.3 Construction Option 1B: Either die cut one peel-off integrated label or affix a 2-part label with all corners rounded, 108 x 25 mm (4-1/4 x 1") on the extended flap of the envelope. The contractor will be required to image one label for the packages that mail, and will have to correctly match the service center address printed on the envelope with the service center code imaged on the label. Labels will require an adhesive strip to cover the back of the labels and a backing sheet with a release coating to cover the adhesive. The taxpayer must be able to easily remove the labels. No imaging required for the bulk. (See Exhibit 4 - page 3 of 3)

Envelope Camera Copy - IRS will furnish camera copy for 11 different envelope printings. 1 for each of the 10 Service Center addresses, and 1 for Area and Miscellaneous bulk.

NOTE: The contractor may have to reposition elements of the furnished copy as necessary, according to the option and size selected.

4.6 Printing: Ink for Envelope Printing (Ink must be carbon based): All envelopes print black ink only.

4.7 Sorting Codes: Most envelopes will have two automated sorting codes, the IRS barcode and a postal barcode. The bulk envelopes will not require a postal barcode.

4.7.1 IRS Barcode: The IRS sorting code is comprised of thirty-two full and half-bar configurations and is printed on the lower left face of the envelopes. It is referenced from the left and bottom of the envelope and has strict register that must be monitored with the furnished envelope template.

4.7.2 Postal Barcode: The postal barcode is comprised of fifty-two full and half-bar configurations and is for

scanning by the USPS. For construction option 1A it must be imaged on the Service Center Address label on the flap of the envelope. For construction options 1B it prints on the lower right face of the envelope, and has strict register referenced from the bottom and right of the envelope, that must be monitored with the furnished envelope template. The contractor must verify the accuracy of the barcode with the USPS.

4.8 Facing Identification Marks (FIM Bars) are printed in the upper right face of each envelope. They print the same on all envelopes. FIM Bars will be referenced from the right of the envelope. See U.S. Postal Service Publication 25.

4.9 Envelope Proofs: Contractor must submit 3 sets of proofs. Submit proofs as soon as the contractor deems necessary to comply with the contract schedule. Proofs will be withheld 10 workdays from receipt in the GPO until they are made available for pickup by the contractor. Contractor is not authorized to print prior to his receipt of an approval or conditional approval. Do not return copy with proofs.

Submit proofs to: U.S. Government Printing Office, Stop PPP, Room C-817, 27 G Street, NW, Washington, DC 20401. The container and accompanying documentation must be marked - Attn. I.R.S. Desk, ENVELOPE PROOFS and must include the GPO Jacket Number.

4.10 Envelope Quality Control Procedures: The prime contractor must establish and administer a quality assurance program which will ensure all envelopes meet specifications whether they are produced "in line" or at a subcontractor's site.

4.11 Subcontractor: If envelopes are produced by a subcontractor, production must be completed in sufficient time and available for quality assurance inspections. This schedule is to facilitate timely replacements necessitated by failure to meet contract specifications.

4.12 Envelope Samples: At the start of the envelope production, 60 samples of each envelope must be sent immediately by an overnight delivery service, at contractor's expense, to the destinations listed in the Production Samples Section.

Section 5 - IMAGING TAX PACKAGES - The contractor will be responsible for imaging tax packages in accordance with one of the following construction options:

(Option 1A) The mail quantity of 217,400 packages will require inside and outside imaging, inside on 2 labels (the Taxpayer's Name and Address label and the Service Center Address label) and outside on the front cover for the addressing of the tax package. The bulk quantity of 182,000 packages will only require imaging on the Service Center Address label inside the package.

(Option 1B) The mail quantity of 217,400 packages will require inside and outside imaging, inside on 1 label (the Taxpayer's Name and Address label) and outside on the front cover for the addressing of the tax package. The bulk quantity does not require a label or imaging.

NOTE: (Options 1A & 1B) The imaging on the Taxpayer's Name and Address label inside the package will not contain a carrier route endorsement, but the mailing address on the front cover of the package will have the carrier route endorsement and Delivery Point Barcode. (See Exhibit 1 for quantity breakdown).

NOTE: (Option 1A only) On the packages that mail, the Service Center Address label will require the imaging of one of the ten service center addresses and the corresponding postnet barcode. On the packages that will be bulk shipped, the Taxpayer's Name and Address label will NOT be imaged, and the Service Center Address label will require the name "Internal Revenue Service Center" with City, State, and Zip Code below a solid rule. (See Exhibit 1C for the Service Center Codes and the corresponding Service Center addresses).

5.1 Furnished Cartridges: Contractor is responsible for taking the IRS raw data file and passing the file against the National Change of Address (NCOA) file using standard matching logic, if nixie footnotes Q-apt. number or equal or U-apt. number missing on client file is the only code for a record they are not be considered a nixie. The contractor will provide the IRS with magnetic cartridges containing incomplete addresses.

5.1.1 The IRS will furnish the contractor with a seed file cartridge of not more than 400 names and addresses that

are to be added to each phase of the mail file. The seed file, when added to phase 1, must be added after the NCOA processing, and prior to any other cartridge manipulation. When the seed file is added to phase 2 it can be added immediately after receipt of the mail cartridges, because phase 2 doesn't require NCOA processing. The seed file cartridge will be furnished by the date in the schedule for the phase 1 cartridges.

5.1.2 Undeliverables: Nixies are to be considered undeliverable. Also, addresses changed by NCOA that are new move foreign, no forwarding addresses, or have closed Post Office boxes are to be considered undeliverable. All undeliverables, *approximately 1% of the final quantity*, must be subtracted from the final quantity and may not be included in the quantity billed. The determination of true and false nixies will be discussed at the preproduction meeting.

5.1.3 The furnished cartridges are raw unedited mail label record cartridges and will have to be formatted, at the contractor's expense. (See Exhibit 8). Cartridges will be furnished in two shipments (Phases 1 and 2).

5.1.4 Contractor must select the new move addresses from the mail file, verify the service center code of the new move addresses (making all necessary service center code corrections) using the furnished diskette, and merge the new move addresses back into the mail file. There are expected to be approximately 3,000 new move addresses of which approximately 1% will require correction of the service center code.

5.1.5 New Move Address Indicators: Image, on the "Taxpayer's Name and Address label", "#" symbols horizontally and vertically, to identify each new move address. Image at least 5 "#" symbols horizontally, with no space between the symbols, on the line above the check digit line (the check digit must be suppressed for all new move addresses), this is on the same line as the carrier route endorsement line (the carrier route endorsement line is suppressed for inside imaging). Image at least 4 "#" symbols vertically, to the left of the taxpayer's name and address. (See Exhibit 8).

5.2 Unusable Cartridges: Cartridges received in unusable condition, out of ZIP code sequence, or missing cartridges, will be replaced by IRS on an expedited basis. *If the contractor has not reported any discrepancy to the Government, within five (5) workdays after receipt of cartridges, it will be taken that none exists.* The contractor may notify IRS Martinsburg Computer Center (MCC) directly only if there is a physical problem with the cartridges or a cartridge shipment. Call MCC Production Control Help Desk (304) 264-7501 and provide the following: Job Run File ID; Batch Cycle Group; Cartridge Number; and a brief explanation of the problem. The GPO jacket number WILL appear on the shipping transmittal label which will always be in the last box of cartridges, if more than 1 box.

5.3 Imaging/Addressing: The imaging and addressing may be accomplished by either impact printers or non-impact printers.

5.3.1 IMAGING - Must meet the following requirements:

(a) The size of the type must be *12 point* and the font may be Helvetica, Siemens Gothic Text, Siemens Essay Standard, Scitex Gothic International Medium, or Kodak Gothic. Any other must be approved before pre-production meeting.

(b) Imaging must be black.

(c) All characters must align.

(d) No missing data or entries.

(e) No duplicate data or entries.

(f) Labels will have no more than 5 lines. (7 lines including carrier route line and delivery point barcode)

(g) There will be a maximum of 39 characters per line and spaced 6 lines per inch vertically.

(h) No broken characters.

(i) No smearing.

(j) No visible wicking.

(k) No visible gloss.

(l) Reflectance of characters shall be visually uniform across the whole label.

5.3.2 MAILING ADDRESS: Must meet all U.S. Postal Service requirements. The mailing address may be either at the top or parallel to spine, on the back cover. The contractor must reformat the cartridges to image the carrier route endorsement and literal, service center code, tax package code, name, address, city, state, and zip code plus the postal sack number, and break number (change indicator) in 6 lines (See Record Layout). The contractor will be required to

take information from the furnished cartridges and format it to create an 11 digit Delivery Point Barcode. This Barcode is to be imaged below the last line of the address, in accordance the USPS Domestic Mail Manual It must be on all 3/5 digit and basic mail, and may print on carrier route mail. For options 1A & 1B, the contractor will be required to image one or two lines of information to inform the taxpayer that their peel-off labels are located within the tax package and it's location. (e.g. Your peel-off labels are located on the extended flap of the envelope).

5.4 Unique Number (required for options 1A and 1B): The contractor is required to produce a unique number for each package, using their own equipment, so the contractor may retrieve and reproduce records for any unusable package or when packages are pulled as QA Samples. If the unique number contains more than 10 characters it must NOT begin with 1800, 1877, 1888, or 1900. The unique number must not appear on any labels.

5.5 Preproduction samples using furnished test cartridges. If contractor elects construction option 1B, submit 500 Taxpayer's Name and Address labels, of which 250 must contain the horizontal and vertical symbols to simulate new move addresses. If contractor elects construction option 1A, submit 1,000 labels (500 Taxpayer's Name and Address labels, of which 250 must contain the horizontal and vertical symbols to simulate new move addresses, plus 500 Service Center Address labels). Submit the samples no later than the date specified in the schedule. Labels must be constructed as specified and may either be on a single sheet a minimum of 4-1/2 x 9-1/2", or on the extended flap of the envelope. Printing or imaging of "I, R, and S" required. These samples will be used to test for proper type font, spacing, alignment, stock, adhesive, release liner, etc. Contractor will be given an approval, conditional approval, or rejection within 20 workdays after receipt in GPO. Contractor is not authorized to proceed prior to his receipt of an approval or conditional approval.

Submit samples to: U.S. Government Printing Office, Stop PPP, Room C-817, 27 G Street NW, Washington, DC 20401. The container and accompanying documentation must be marked Attention IRS Desk, PREPRODUCTION SAMPLES and must include the GPO jacket number.

5.6 USPS Regulations: The contractor must comply with all U.S. Postal Service regulations governing the preparation of bulk rate mailings which are in effect at the time of the mailing, (or parcel post, for some bulk shipments), including the issuance of the required forms (mailing statements) and the weighing of shipments. The contractor is encouraged to meet with local postal authorities before the start of production.

5.6.1 The Domestic Mail Manual has specific requirements regarding the minimum and maximum package sizes and must be adhered to by all mailers.

5.7 Carrier Route Presort: Contractor must utilize a commercially prepared software package for assigning a portion of the mail file in an approved carrier route format (carrying carrier route endorsement and number on first line of the mailing address).

5.8 Presort Palletization: As outlined by the Postal Service in the Domestic Mail Manual, the carrier route presort palletization program requires that individual packages of ten or more pieces be prepared for carrier routes. This may take the form of packages or packages in bundles presented on pallets.

5.9 Internal Wrapping or Tying: All bundles containing mixed carrier routes or 3/5-digit ZIP codes require internal wrapping or tying in direct packages of ten or more pamphlets. See Domestic Mail Manual for details.

5.10 Postal Pallets: The U.S.P.S. will make available nestable pallets upon contractor's request or contractor may use his own pallets, that meet postal requirements, at his own expense. Loaded pallets must be wrapped with a shrinkable or stretchable plastic strong enough to retain the integrity of the pallet during transportation and handling. Pallets must be prepared in accordance with the requirements in the Domestic Mail Manual for (Packages and Bundles Presented on Pallets) and (Palletizing Sacks). See the DMM for preparation requirements for palletizing Standard Mail (A). Packages must be palletized separately from sacks. The sack tags must be barcoded and readable by USPS equipment. Further details on pallet loading and flagging may be obtained by consulting local Postal Customer Representatives, bulk mail acceptance personnel or RCC.

5.11 Identification Numbers: A Service Center Code and a Tax Package Code will appear on each Taxpayer's Name and Address label.

5.12 Security Letter: The contractor must guarantee that they, and any subcontractor's, will not reproduce, or allow

reproduction of, the cartridges furnished by IRS, nor use or allow any person to use the cartridges or labels themselves for any other purpose than mailing the tax packages. The contractor must FAX on company letterhead (reference the GPO jacket number), to IRS @ 202-622-6629, a detailed report of the inventory and tracking system and the security measures to be taken to secure the IRS cartridges and any information output from them, throughout the period the contractor and/or subcontractor's have possession of taxpayer information. (See IRS Pub. 1075 "Tax Information Security Guidelines for Federal, State, and Local Agencies". A copy may be obtained either from the Internet by entering [HTTP://WWW.IRS.GOV](http://www.irs.gov), then click on forms and pubs, or from IRS by calling 1-800-829-3676), also (See Privacy Act Exhibit)

5.13 ZIP Code Count Listing: Contractor's software must provide 3-digit, 5-digit, and carrier route ZIP Code count listing cartridges for the contractor's use during the addressing operation. A copy must also be provided for the IRS resident coordinator.

5.14 Spoiled Tax Packages: For each mail phase, the contractor must replace all spoiled imaged packages. These packages can go with the residual mail but must be accounted for with the IRS mail coordinator and/or mail listing.

5.15 IRS Resident Coordinator: One or more IRS representatives may be stationed at the contractor's and/or subcontractor's facility to provide project coordination in the receipt of cartridges, verification and organization of the address cartridges and labels, monitoring of the printing, binding, quality control sample selection and inspection, and monitoring of the labeling, packing, and staging of the tax packages. These coordinators do not have contractual authority and cannot make changes in the specifications or contract terms but are to bring any and all defects they see to the attention of the company Quality Control Officer. These coordinators will have full and unrestricted access to all production areas where IRS work is being produced. The contractor will furnish office space to include a desk, telephone, personal computer with internet access to send and receive e-mail. Personal computer must be loaded with Adobe Acrobat 4.0, Microsoft Word and Microsoft Excel 97 for submitting reports. Access to a fax machine will also be required for the coordinators. This space will be in an enclosed, secure area adjacent to the binding/mailing operations. (Long distance charges will be reimbursed by the Government). Desk and telephone access are also required for a postal clerk during the turnover of packages to the Postal Service.

5.16 Daily Production Report: The contractor will provide daily addressing production information required to complete Report Form 9659. (See Exhibit 4) The coordinator will transmit this report every work day to IRS National Office via internet. In the absence of the coordinator, the contractor must transmit the report to IRS (E-mail address to be furnished at a later date). ALL PRODUCTION DATA, ETC., WILL BE KEPT IN STRICT CONFIDENCE BY THE GOVERNMENT.

5.17 Order of Addressing: May be affected by staging considerations.

Section 6 - STAGING

6.1 Loaded pallets must be assembled and stored "staged" for eventual turn over to U.S. Postal Service beginning no sooner than the date specified in the Schedule. *The pallets for the Philadelphia Service Center (28) are to be turned over first.* After Philadelphia, the pallets are to be staged in an order so that the furthest destinations will be turned over next and the closest destinations last.

6.2 Location of Staging Area and Point of Entry: Contractor will specify in his bid the location of his staging area/areas and his proposed point of entry/entries for the tax package mail. (See Offers Section)

Section 7 - MAIL TURNOVER TO POSTAL SERVICE

7.1 Standard Mail (A): The Postal Service will verify the total weight of the mailing. The contractor must comply with all Domestic Mail Manual (DMM) regulations governing use of Standard Mail (A) (or parcel post, for some bulk shipments). The IRS will not apply for plant authorization nor optional acceptance procedures. Authorization for optional procedures must be requested by the contractor from the RCC in the region the mailing plant is located, except for the following:

7.1.1 For Phase 1 of this contract, the use of mail sacks and cartons is waived in favor of palletized packages. Phase 2 will use mostly sacks due to the small volume of mail. Sacks must be used for mail placed on BMC pallets.

7.1.2 The IRS will obtain the USPS bulk mail permit for this mailing.

7.2 USPS Plant-Verified Drop Shipments: Prior to the turn over of the mail to the Postal Service, the contractor MUST submit a proposal for a plant-verified drop shipment procedure for direct shipments to the BMCs and SCFs to take advantage of Postal Service discounts. The proposal must be submitted to the GPO and show the costs involved, the travel times from the mail drop site to the BMC's and/or SCF's, and the postal savings. The costs must include shipping costs, and any administrative costs. The administrative costs are to be expressed in cents per hundred pounds of drop shipment weight. Reimbursement, for the freight and administrative costs, will be made from copies of the commercial carrier prepaid freight bills that must be submitted with the contractor's invoice, and must show the shipping cost and weight of the shipment. If the proposal is accepted, a contract modification will be issued. Reimbursed freight costs will not be subject to any "prompt payment discounts." (Exhibit 6 - Drop Shipment Format)

Submit drop shipment proposals to: U.S. Government Printing Office, Stop PPP, Room C-817, 27 G Street NW, Washington, D.C. 20401. The container and accompanying documentation must be marked Attention IRS Desk, DROP SHIPMENT PROPOSAL and must include the GPO jacket number.

7.3 Vehicles Provided: For material not covered under the drop shipment plan or if the drop shipment plan is not accepted, truck/trailers (vans) will be provided by U.S. Postal Service. However, physical loading is contractor's responsibility, in conformance with the U.S. Postal Service loading plan. Vans will not be provided before earliest turnover date as indicated in schedules without demurrage costs.

7.4 Special handling instructions for the Alaska (est. 18,000 copies) and Hawaii (est. 20,000 copies), which are part of Fresno and Ogden service centers. The contractor must separate these addresses from their respective Service Centers and release them in accordance with the date in the schedule. Contractor must provide transportation so packages deliver no sooner than December 26, 2000 and no later than January 3, 2001.

7.5 All APO/FPO packages are part of the Philadelphia Service Center (28) requirement. There are no special envelope codes for APO/FPO mail. APO/FPO mail (See Exhibit I) is to be addressed by the contractor, tied into 5 digit packages, placed in regular canvas bags for each unique zip code, and mailed to San Francisco/Oakland or New York per the DMM requirements. APO/FPO Requirements: The contractor must obtain bag tags (or produce tags at own expense) and bags from the Postal Service for each APO/FPO destination. Each bag tag should contain the following:

1. APO Destination, and code (eg: APO AE 09028)
2. Standard Mail (A) (STD A FLATS)
3. IRS Washington D.C. 202

7.6 Indicia: The Government will also furnish a permit number and indicia for the Standard Mail (A). A PS Form 3602, Statement of Mailing with Permit Imprints and a GPO Form 712, Certificate of Conformance must be completed and submitted to the entry post office for all bulk shipments using permit imprint mailing labels.

7.7 GUARANTEED MAXIMUM WEIGHT OF TAX PACKAGE: Contractor must submit, with his bid, the guaranteed maximum weight of the product he proposes to furnish based on the dimensions and paper options he elects. The weight of the package must be calculated to one ten-thousandth of a pound (.0001 lb.). (See Offers Section) This weight will be used for bid evaluation purposes. Transportation charges for bulk shipments and postal costs for mailing will be evaluated and considered as elements in the "lowest cost to the Government" award process. If the delivered packages exceed the guaranteed maximum weight, the contract price shall be reduced by an amount equal to the difference between the transportation and/or mail costs computed for evaluation purposes based on offeror's guaranteed maximum shipping weights and the transportation and/or mail costs that should have been used for evaluation purposes based on correct weight data.

Section 8 - PACKING - BULK SHIPMENTS (Shipping is FOB Contractor City)

Contractor will prepare and ship certain bulk quantities of unaddressed tax packages as shown in Exhibit 1.

8.1 Contractor to Furnish All Cartons For Bulk Shipments: Cartons must be corrugated or solid fiber shipping containers, 1380 kPa (200 psi) minimum bursting strength. Bottom flaps may be glued, stapled, or sealed with polyester tape 51 to 76 mm (2 to 3") width, minimum 12 kNm (65 lbs./inch) transverse tensile strength). If stapled, cartons must be stapled before packing and without damage to pamphlets. Cartons are to be sealed at top with 51 to

76 mm (2 to 3") paper or polyester tape (not reinforced). Approximate carton size is 445 x 295 x 230 mm (17-1/2 x 11-1/2 x 9"). Contractor will determine exact dimensions of carton in accordance with trim size of pamphlets he will produce. Cartons used for bulk shipments require a carton label. (See Exhibit 7)

8.2 Carton Packing: Pack cartons in 2 stacks, in suitable uniform quantities per carton, with the weight of a fully packed carton between 28 to 32 lbs.

8.3 Pallets (required for motor freight shipments only): Pallets must be type III and must conform with Federal Specifications NN-P-71C, and any amendments thereto except for dimensions (as shown under Exhibit 8) and single center stringer. Full entry MUST be on the 101.6 cm (40") width. Strict adherence to these dimensions is necessary to accommodate storage requirements of IRS distribution centers. Receipt of incorrect pallets may result in a charge for each incorrect pallet which will be assessed against the contractor. This charge will cover additional costs incurred by IRS to repalletize the shipment onto correct pallets. Cartons shall be stacked on pallets with a maximum height of 139.7 cm (55"), including pallet. Do NOT use metal strapping or pallet caps for securing material on pallets. There must be no more than one partial pallet per destination.

Palletizing:

8.3.1 Cartons shall be stacked on pallets using a reverse layer pattern, 9 cartons per layer. (see Exhibit 7). Cartons must be fastened securely to the pallet in a manner that will prevent movement during transit but permit ready removal, without damage to the cartons, at destinations.

8.4 Bills of Lading/SPC Account: Government Bills of Lading will be furnished for all bulk shipments over 500 pounds, except for negotiated USPS drop shipments. A small package carrier account will be set up with the contractor for shipments of 500 pounds or less.

Section 9 - QUALITY SYSTEMS

9.1 Quality Systems: The prime contractor shall initiate, prior to start-up and maintain throughout the life of this contract, Quality Systems to assure conformance to all requirements of this contract. The Quality Systems should be documented in a Quality Systems Plan. The plan should also address what actions will be initiated when defects are detected.

9.1.1 The Quality Systems shall assure the quality of components from subcontractors and subsidiary plants. This element includes assuring that components from different sources will be compatible BEFORE the start of production.

9.1.2 The Quality Systems shall include procedures for assuring that all variable data are accurately and completely printed and that all addressed items are mailed. These procedures shall explicitly describe the methods to be used to assure that no records are missed or duplicated when an interruption of variable printing occurs (e.g., due to equipment malfunction).

9.2 Quality Systems Official: The prime contractor shall designate an official who shall monitor and coordinate the quality system. This official shall serve as the Government's single point of contact on quality matters during the life of the contract. The name of the official shall be provided in the plan along with title, position, and telephone number.

9.3 Records of tests, inspections, and critical process controls shall be time stamped and maintained on file. The records must be made available to the GPO and/or IRS inspector until the expiration of the warranty period of this contract. Copies of the forms used to record the inspections and test results shall be submitted with the plan.

9.3.1 All quality control samples must be produced at no additional cost to the Government.

9.4 Inspection by the Government: The right of the Government to make general or specialized tests and inspections DOES NOT RELIEVE THE CONTRACTOR OF ANY RESPONSIBILITY.

9.4.1 Performance of all elements and functions of the Quality Systems shall not relieve the contractor of responsibility for meeting all requirements in this contract.

9.5 Quality Systems Plan: The prime contractor shall submit, in duplicate, written outline plans of the Quality Systems and copies of the forms by the date in the schedule in Section 1. The plans shall be submitted to the Contracting Officer, U.S. Government Printing Office, Stop PPP, Room C-817, Attention: IRS Control Desk, 27 G Street NW, Washington, D.C. 20401. The proposed Quality Systems Plans are subject to Government approval.

9.6 QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards, per GPO Publication 310.1, shall apply to these specifications:

Product Quality Levels:

(a) Printing Attributes -- Level IV.

(b) Finishing Attributes -- Level IV.

(c) Exceptions: The size of the detached forms and the form-to-form register, of identical forms, must be maintained within ± 2 mm (1/16") from the specified 203 x 276 mm (8 x 10-7/8") detached size. The margins may vary ± 2 mm (1/16"), but the form-to-form register of identical forms must still be maintained within ± 2 mm (1/16"). Any deviation will be considered a major defect. Any unreadable character on any tax table within a package will make the entire package unusable.

Inspection Levels (from ANSI/ASQC Z1.4).-

(a) Non-destructive Tests - General Inspection Level I.

(b) Destructive Tests - Special Inspection Level S-2.

Specified Standards.- The specified standards for the attributes requiring them shall be:

Attribute	Specified Standard
P-7. Type Quality and Uniformity	O.K. Press Sheets
P-9. Solid and Screen Tint Color Match	O.K. Press Sheets

Special Instructions: In the event that inspection of the press sheets is waived by the Government, the following listed alternate standards (in order of precedence) shall become the Specified Standards.

P-7. Furnished camera copy, negatives, average type dimension in pamphlet.

P-9. Government furnished material, color match for Pantone Matching System.

9.7 Compliance: To monitor compliance with tax package production specifications, one or more quality assurance inspections of the tax packages may be conducted by Government Printing Office and/or Internal Revenue Service personnel.

Section 10 - PRODUCTION SAMPLES

NOTE: The copies included in A, B, C, D, E, and F are to be considered sample copies and will not be included in the quantity ordered and may not be included in the quantity billed. Shipping of these samples are to be at the contractors expense, and must be sent by a traceable means. NOTE: All live imaged samples must be replaced as soon as practicable to ensure that the full quantity is delivered by the completion date.

A. QUALITY ASSURANCE RANDOM COPIES - The contractor MUST submit 400 quality assurance copies (200 of each package) complete with addresses, imaged labels, and envelopes, at the completion of production, to test for compliance against specifications. The contractor must divide their entire order into equal sublots and select 1 copy from a different general area of each subplot. The contractor will be required to execute the "Certificate of Selection of Random Copies", furnished by GPO, certifying that copies were selected as directed.

These randomly selected copies must be packed separately and identified by a special Government-furnished Buff label, affixed to each affected container. Additional labels, if needed, are to be reproduced on Buff stock. The container and

its contents shall be recorded separately on all shipping documents and sent to U.S. Government Printing Office, Printing Procurement, Stop: PPSQ, Room A-843, Quality Assurance Section, Wash., DC 20401.

Submit a copy of the SPECIFICATIONS and the signed Government-furnished "Certificate of Selection of Random Copies", along with the Quality Assurance Random Copies.

B. ENVELOPE SAMPLES: Ship or mail (using an overnight delivery service), 60 copies of each envelope at the start of production. 50 copies of each sample are to be sent to their corresponding service center (a list of the mailing addresses will be furnished with the envelope copy or shortly thereafter), and 10 copies of each are to be sent to the following address.

Internal Revenue Service
Room 1231
1111 Constitution Avenue NW
Washington, DC 20224
Attention: Glenn Pelishek - OP:FS:M:T

C. PACKAGE SAMPLES: Ship or mail 40 imaged packages (20 of each package), complete with label(s) & envelope (any service center address), to Internal Revenue Service, Room 1231, 1111 Constitution Ave. NW, Washington, DC 20224, M/F: Glenn Pelishek, OP:FS:M:T. Image the packages using the following information:

OPTION 1A --- Mailing Address Information for Outside of Pamphlet

ECRLOT **CO 17
8900025764325
JAMES A & ANDREA A TAXPAYER
16305 Main Avenue NW
ANYTOWN US 99999-9999
(Apply Delivery Point Barcode here)

Taxpayer's Name and Address Label Information

US 12-3456789 DEC2000 51190 508 L
JAMES A & ANDREA A TAXPAYER
16305 Main Avenue NW
ANYTOWN US 99999-9999

Service Center Address Label Information

Internal Revenue Service Center
Andover, MA 05501-0011
(Apply Postnet Barcode here)

OPTION 1B --- Same as OPTION 1A for the mailing address and taxpayer's name & address label information. The service center address label information is not applicable.

D. PACKAGE SAMPLES: Ship or mail, by an overnight delivery service, 740 packages (370 of each package) complete with envelopes and label/s. 300 of each package unimaged and 70 of each package imaged (with the same information as in Section C), within 24 hours of binding startup to two destinations:

400 copies - Internal Revenue Service
(200 each Unimaged) Room 5577
1111 Constitution Ave., NW
Washington, D.C. 20224
M/F: OP:FS:FP

100 copies - Internal Revenue Service
 (50 each Imaged) Room 1225
 and 1111 Constitution Ave., NW
 100 copies Washington, D.C. 20224
 (50 each Unimaged) M/F: Mitch Farah OP:FS:M:T:M

40 copies - Internal Revenue Service
 (20 each Imaged) Room 1231
 and 1111 Constitution Ave., NW
 100 copies Washington, D.C. 20224
 (50 each Unimaged) M/F: Richard Freeman OP:FS:M:T

E. PACKAGE SAMPLES: Ship or mail 272 unimaged packages with neither envelopes nor labels, to two destinations as follows:

257 copies - U.S. Government Printing Office
 (each) Depository Receiving Station
 M/F: Depository Copies - Item 964-E
 Jackson Alley, Room A-150
 Washington, D.C. 20401

15 copies - Library of Congress, Madison Building
 (each) Anglo-American Acquisitions Division
 Government Documents Section
 M/F: File Copies
 C Street (between St. & 2nd), SE
 Washington, DC 20540

F. PACKAGE SAMPLES: Ship or mail 4 packages (2 of each package), imaged with the information in Section C, with envelopes and label(s), to: U. S. Government Printing Office, Stop PPP, Room C-817, 27 G Street, NW, Washington, DC 20401, M/F Attention I.R.S. Desk.

Section 11 – ORDER FULFILLMENT (f.o.b. contractor's city)

Contractor to receive on-line orders weekly via File Transfer Protocol (IFTP). Contractor must maintain an FTP server and supply IRS personnel with the FTP server's IP address, and IRS-specific User ID and password with write-access to an IRS-only directory. The transmitted file will be a 32-bit compressed ASCII text file. Contractor must use 32-bit software (such as WinZip on Windows machines or gunzip on Unix machines) to decompress the file. The resultant decompressed ASCII text file contains the recipient's address information in the following fixed-length format:

Field	Length
Filler	10
Name	30
Company	40
Building (or street address 2)	40
Street Address	40
City	28
State	02
Zip5	05
Zip4	04
Country (blanks = US)	30
Filler	02
Order Date (YYYYMMDD)	08
Order Time (HHMM)	04

Filler

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On-line orders to be run through pre-sort mail program. Contractor must produce address labels (suitable size on white paper with addressing in black using a sans serif typeface) or, at contractor's option, in lieu of address and affixing labels, contractor may computer image addresses directly to the booklets (in black, using a sans serif typeface, by either computer line (impact) printers or non-impact printers). The tax booklets must be addressed on cover 1 of the Tax Package 1065. Addressing must be sharp and legible.

Mail 20,000 single copies to 20,000 nationwide destinations using the "Postage & Fees Paid" indicia on cover 1; the contractor must affix an address label or image an address on each copy. All mailed copies must be sorted and prepared in packages and sacks as prescribed in the U.S. Postal Service Domestic Mail Manual.

For each mail phase, the contractor is required to fill in all applicable items on USPS form(s) and submit a duplicate to the entry post office. The post office will return a verified copy of USPS form(s) to the contractor. The contractor must immediately forward a copy to the ordering agency identifying the GPO Jacket Number.

Notify IRS the final day of mailing (for each mail phase of order fulfillment) by e-mail.

Notify GPO for disposition of excess booklets, if any, after completion of order fulfillment.

Section 12 - OFFERS (BIDS). Offers must include the cost of all materials and operations for the total quantity ordered in accordance with these specifications.

BILLING ADJUSTMENTS DUE TO SCHEDULED QUANTITY CHANGES (+ or -) AND THE SUBTRACTION OF UNDELIVERABLES WILL BE AT THE CONTRACTOR'S "ADDITIONAL RATE". Prices for these "ADDITIONAL RATES" must be based on a continuing run and must be exclusive of all preliminary charges, and will not be a factor in determining award. Bidder **MUST** submit a price for each line item under "Additional Rate" Section. If an entry of NC (No Charge) is entered it shall be held the bidder intends to furnish those individual items at no charge to the Government. NA (Not Applicable) should be entered if a line item will not be used.

AWARD: Award will be made to the low responsible offeror whose offer is determined to be fair and reasonable.

Transportation and mail costs will also be used as a factor in the basis of award.

12.1 399,400 copies of Package 1065 require printing and binding, manufacturing and printing envelopes, and inserting 1 envelope into each pamphlet. 217,400 mail copies require manufacturing and imaging labels, packing, storing, staging, and turnover. Pack 182,000 copies for Service Center and Area and Miscellaneous bulk shipments.

.....\$ _____

12.2 Prices for scheduled quantity changes

"ADDITIONAL RATES"

(A price **MUST** be submitted for each applicable line)

12.2.1 Printing and binding pamphlets (116) pages.....per 1,000.\$ _____

12.2.2 Manufacturing and printing envelopes, with label/s (options 1A & 1B).....per 1,000..\$ _____

12.2.3 Inserting 1 envelope per pamphlet.....per 1,000..\$ _____

12.2.4 Imaging packages (inside on 2 labels, and outside, option 1A).....per 1,000..\$ _____

12.2.5 Imaging packages (inside on 1 label, and outside, option 1B).....per 1,000..\$ _____

12.2.6 Packing, storing, staging and turnover for mailing.....per 1,000..\$ _____

12.2.7 Packing pamphlets for bulk shipment.....per 1,000..\$ _____

12.2.8 Passing records through NCOA.....per 1,000..\$_____

12.2.9 Order Fulfillment.....per 1,000...\$_____

Initials

12.3 Paper the contractor proposes to furnish for the pamphlets. Mark all that apply:

☐ Offset, JCP Number A60. ☐ Writing, JCP Number D10. ☐ Newsprint, JCP Number A10.

12.4 Envelope Printing Option. Mark the appropriate box:

☐ Print all of the envelopes the same. ☐ Print 11 different envelopes.

12.5 Option for imaging/labeling the address on the back cover. Mark the appropriate box:

☐ Parallel to the spine. ☐ Perpendicular to the spine.

12.6 Printing media the contractor elects to use. Mark one box only:

☐ Adobe's PDF. Color composite.

☐ Adobe's PDF. Color separation.

12.7 Size of pamphlet contractor proposes to furnish: _____ X _____ in

12.8 Guaranteed maximum weight of package to (.0001 pound): _____.

12.8.1 If the offeror fails to state a guaranteed maximum weight as requested, the Government will use the estimated weight, for Package 1065 (.5176) for bid evaluation, and the contractor agrees this will be the basis for any reduction in contract price as provided in Section 7.8.

12.9 Company name and address, and contact name and phone number of any subcontractor who will perform any function on this contract.

Envelope Manufacturer - _____

Bindery - _____

NCOA Licensed Vendor - _____

Imaging - _____

12.10 Location of Staging Area: City _____ State _____ Zip Code _____

12.11 Point of entry for Standard Mail(A): Post Office _____

City _____ State _____ Zip Code _____

Bidder must fill out, sign or initial as indicated pages 19 and 20 of these specifications and return them attached to GPO Form 910.

SUBMIT WRITTEN BIDS TO: U.S. Government Printing Office, Bid Section (PPSB), 45 G Street NW, Room B-104, Washington, DC 20404.

FACSIMILE BIDS: Facsimile bids are permitted. Submit facsimile bids to FAX No. 202-512-1782, one bid per facsimile. Refer to Solicitation Provisions in GPO Contract Terms (GPO Pub. 310.2), Page 1, Paragraph 6.

Name of Firm

Signature of Bidder